

**Probation Committee  
Judicial Conference of Indiana**

**Minutes**

**February 21, 2003**

The Probation Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on February 21, 2003 from 1:00 to 3:00 p.m.

1. Members present. The following members of the committee were present: Joseph Howell, Thomas Gray, Thomas Perrone, Douglas R. Bridges, Dan Vanderpool, Wayne Steele, Mark Stoner, and John Surbeck, chair.
2. Staff present. Jane Seigel, Jenny Bauer, Bob Champion and Michelle Goodman provided staff assistance to the committee.
3. Others present. Bob Bingham, Marion County Superior Court Chief Probation Officer, also attended the meeting.
4. Minutes approved. The minutes from the November 22, 2002 meeting were approved.
5. "Years of experience" issue (continuation of discussion from 11-22-02).  
Jenny Bauer reported that she consulted with Linda Loepker of State Court Administration on the issue of "years of experience" with regard to part-time employees. Ms. Loepker informed that in the employment context, part-time employees typically earn benefits on a pro-rata basis. The committee discussed this approach for determining a person's years of experience on the Probation Officer Minimum Salary Schedule. The committee voted to define "years of experience" as the actual time worked and adopt a pro-rata approach to the salary schedule (i.e., a person who worked a 50% schedule would have 1 year of experience after working ½-time for 2 years). The committee requested that the staff draft language for review at the next meeting.
6. Probation Officer Orientation & Certification Requirements.
  - a) Bob Champion reported that he discovered recently while going through old files that several probation officers never attended an orientation session. According to the Judicial Conference qualification requirements that were effective July 1, 1984, all probation officers must attend an orientation session within one year of becoming employed. Mr. Champion distributed a list showing the probation officers who have not attended an orientation and their date of employment (attached). He informed the committee that 2 people on the list, Myrna Greene and Jacqueline Smith, would attend the March

orientation. Jenny Bauer informed the committee that 3 people on the list- Timothy Moriarity, Richard Pedigo, and Russell Tiefel- began working as probation officers prior to July 1984, when the orientation requirement became effective. The committee discussed the officers employed after July 1984 and whether to exempt them from the orientation requirement. A motion was made to recommend to the Board of Directors that the orientation requirement be waived for all of the probation officers who have not attended an orientation session. The motion passed 7-1. The committee then discussed Sue Runnebohn. She is employed by the Shelby County Probation Department as a probation officer even though she does not have a college degree, has not taken and passed the probation officer exam, and has not attended an orientation session. A motion was made to not recommend a waiver of the probation officer requirements for Ms. Runnebohn. The motion passed unanimously. Jane Seigel raised the issue of certification dates for the committee's consideration. She informed the committee that a probation officer's years of experience for salary schedule purposes are determined by the officer's date of employment. A motion was made to recommend that this group of probation officers original dates of employment remain their certification dates. The motion passed unanimously.

- b) Continuing education. Bob Champion reported that chief probation officers are required to report the continuing education hours for their departments each year by February 1<sup>st</sup>. Several departments have not yet sent their reports to the Judicial Center. Judge Surbeck will send a letter to the chief probation officers from these departments requesting that they comply with this reporting requirement.
- c) Orientation. Bob Champion reported that the first orientation session of the year is scheduled for March 11-14. Fifty new probation officers have registered so far.

7. Legislation. Jane Seigel reported that SB 205 (Interstate Compact) passed out of the Senate on a vote of 40-10. Forty-one states have passed the new Compact so far. The bill was amended on the floor of the Senate to remove the appropriation to the Judicial Center. The House sponsors are Representatives Weinzapfel and Scholer. Ms. Seigel also reported that SB 506 (probation user's fees) is scheduled for third reading in the Senate next week. Senator Meeks proposed the raise in user's fees to help fund the increases in probation officer salaries that become effective next year. Senator Kenley worked with Senator Meeks to add language requiring county councils to create salary schedules for probation officers that comply with the minimum compensation requirements set by the Judicial Conference. Jenny Bauer reported on SB 225. Senator Kenley submitted this bill on behalf of the Association of Indiana Counties. The intent of the bill was to remove the Judicial Conference's authority to set minimum compensation standards for probation officers, but a drafting error gave the bill the opposite effect

(requiring counties to comply with the Conference standards). The Senate Governmental Affairs Committee heard testimony on the bill last month. After hearing from the Association of Indiana Counties and numerous probation officers, the committee tabled the bill. Senator Kenley then pulled the bill and amended the language into SB 506.

8. Next meeting. The next meeting of the Probation Committee is scheduled for May 16, 2003.

Respectfully submitted,

Jenny Bauer